



**Department of Purchasing**  
**Donald R. Riley, CPPB, Procurement Specialist**

<b>REQUEST FOR QUOTE NUMBER:</b>		<b>17RFQ021417-DRR</b>
<b>WILL BE RECEIVED UNTIL</b>	<b>March 15, 2017</b>	<b>3:00 p.m. EST</b>
<b>DESCRIPTION:</b> Mulch, Pine/Wheat Straw, Pine Bark and Synthetic Straw		
<b>Return to:</b> Donald R. Riley, CPPB, Purchasing Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281		
<b>ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. <b>LAST DAY FOR QUESTIONS MARCH 10, 2017 @ 3:00 P.M. EST.</b></b>		
<b>CONTACT NAME:</b> Donald R. Riley, CPPB	<b>E-Mail Address :</b> DRiley@CityofStockbridge-ga.gov	<b>Telephone Number:</b> (770) 389-7912 (fax only)
<b>All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by City of Stockbridge to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.</b>		
<b>Company Name:</b>		
<b>Company Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-Mail Address:</b>
<b>RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.</b>		
<b>Person submitting QUOTE: (Please Print)</b>		<b>Date</b>
<b>Title</b>		
<b>*Signature of the person submitting QUOTE:</b>		
<small>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</small>		

**NO BID:** ☐

**REASON:** \_\_\_\_\_



# **Department of Purchasing**

## **Donald R. Riley, CPPB, Procurement Specialist**

### **REQUEST FOR E-QUOTE SPECIFICATIONS**

#### **Mulch, Pine/Wheat Straw, Pine Bark and Synthetic Straw**

#### **GENERAL SERVICES DEPARTMENT**

#### **1. DESCRIPTION**

The City of Stockbridge Finance Department is soliciting quotes from qualified vendors to provide Mulch, Pine/Wheat Straw, Pine Bark and Synthetic Straw for the General Services Department on an as needed basis.

#### **2. CONTACT PERSON**

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at [DRiley@cityofstockbridge-ga.gov](mailto:DRiley@cityofstockbridge-ga.gov) or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

#### **3. TERM OF AGREEMENT**

This procurement is from issuance of notice to proceed until 12/31/2017.

#### **4. PRODUCT/SERVICE SPECIFICATIONS**

The pricing sheets indicate only probable items intended for procurement. The City of Stockbridge reserves the right to limit the procurement only to the items actually required during the award period ending December 31, 2017.

To provide the following on an as needed basis:

Mulch material shall be wheat straw, pine straw/bark and cypress mulch. Mulch material that contains an excessive quantity of matured seeds or noxious weeds or other species that would constitute a menace to surrounding land area will not be acceptable. Wheat and pine straw mulch shall conform to the following:

1. Must be satisfactory to the City;
2. Be of such consistency that, when properly loosened, it can be distributed in a Uniform application;
3. Must be wheat or oat straw;
4. Meet the moisture requirements less than twenty percent (20%);
5. Be free noxious weeds and undesirable seeds or other species that would harm applied or surrounding areas; and
6. Straw will be in bales with a nominal size of 14 x 18 x 36 inches and tightly wrapped with two strands of wire or twine.

Pine bark nuggets shall conform to the following:

1. Be obtained from disease-free wood, one hundred (100) percent of which is nine (9") inch 2 (5625 mm<sup>2</sup>) or less in area, and fifty (50) percent is more than one (1") inch two (2) (625 mm<sup>2</sup>) in area;
2. Contain no noxious weed seeds, soil sawdust or any substance toxic to plant growth;
3. Be at least two (2) years old;
4. Be bagged in plastic bags of volumes not less than four (4) cubic feet or more than 8 cubic feet Delivery (if required) shall be to 351 Taylor Drive, Stockbridge, Georgia 30281. The City of Stockbridge may elect to pick up mulch materials at vendors location at no charge.

Cypress mulch shall conform to the following:

1. Contain no noxious weed seeds, soil sawdust or any substance toxic to plant growth;
2. Shredded mulch will add a finished look to your landscape
3. Aids in moisture retention and discourages weed seed germination
4. Do not allow colored mulch to get wet within the first twenty-four (24) hours of application;
5. Be bagged in plastic bags of volumes not less than four (4) cubic feet or more than eight (8) cubic feet Delivery (if required) shall be to 351 Taylor Drive, Stockbridge, Georgia 30281. The City of Stockbridge may elect to pick up mulch materials at vendors location at no charge.

## 5. PRICING SHEETS

LINE	DESCRIPTION	UNIT	ESTIMATED QTY	UNIT PRICE
1	Wheat Straw	Cubic Ft.	200	\$ _____
2	Pine Straw	Cubic Ft.	200	\$ _____
3	Cypress Mulch	Cubic Ft.	200	\$ _____
4	Pine Bark	Cubic Ft.	200	\$ _____
5	Synthetic Straw	Cubic Ft.	1000	\$ _____
6	Delivery and Installation Fee	Per	5	
6	Total Cost of All items (including installation and delivery fees)			\$ _____

**Note:** Any quantities shown are estimates. By giving these quantities as estimates, the City of Stockbridge does not obligate itself to purchase any quantity whatsoever. Vendor agrees to sell to the City at the unit price bid regardless of actual quantity ordered. All substitutions has to be equal or greater in grade, and/or quality. Please include the manufacturer's warranty for each of the products bidding upon.

**6. STATE OF GEORGIA**

**CITY OF STOCKBRIDGE**

**GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as EVerify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_, 2017 in Stockbridge, Georgia.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent  
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY of \_\_\_\_\_,  
2017.

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
NOTARY PUBLIC